

Addressing Health Equity in a Post-COVID Landscape

Request for Proposals Q & A Session



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OPCRH Introduction

Mission: To collaborate with state-partners to improve access to quality health care in rural and underserved communities

Vision: To elevate the capacity of rural and underserved communities to deliver quality health care



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Grant Program Overview

Funding Cycle: October 1, 2021 - May 31, 2023

Release Date: Wednesday, August 4, 2021

Submission Date: 5:00 PM, Wednesday, September 1, 2021

Only online applications will be accepted.

The application submission form is available [here](#).



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Purpose of RFP

The objectives of the Addressing Health Equity in a Post-COVID Landscape funding opportunity are:

- To build capacity with the community to address and mitigate health inequities.
- To promote health equity.
- To link communities and individuals to social resources to meet their needs



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Eligible Applicants

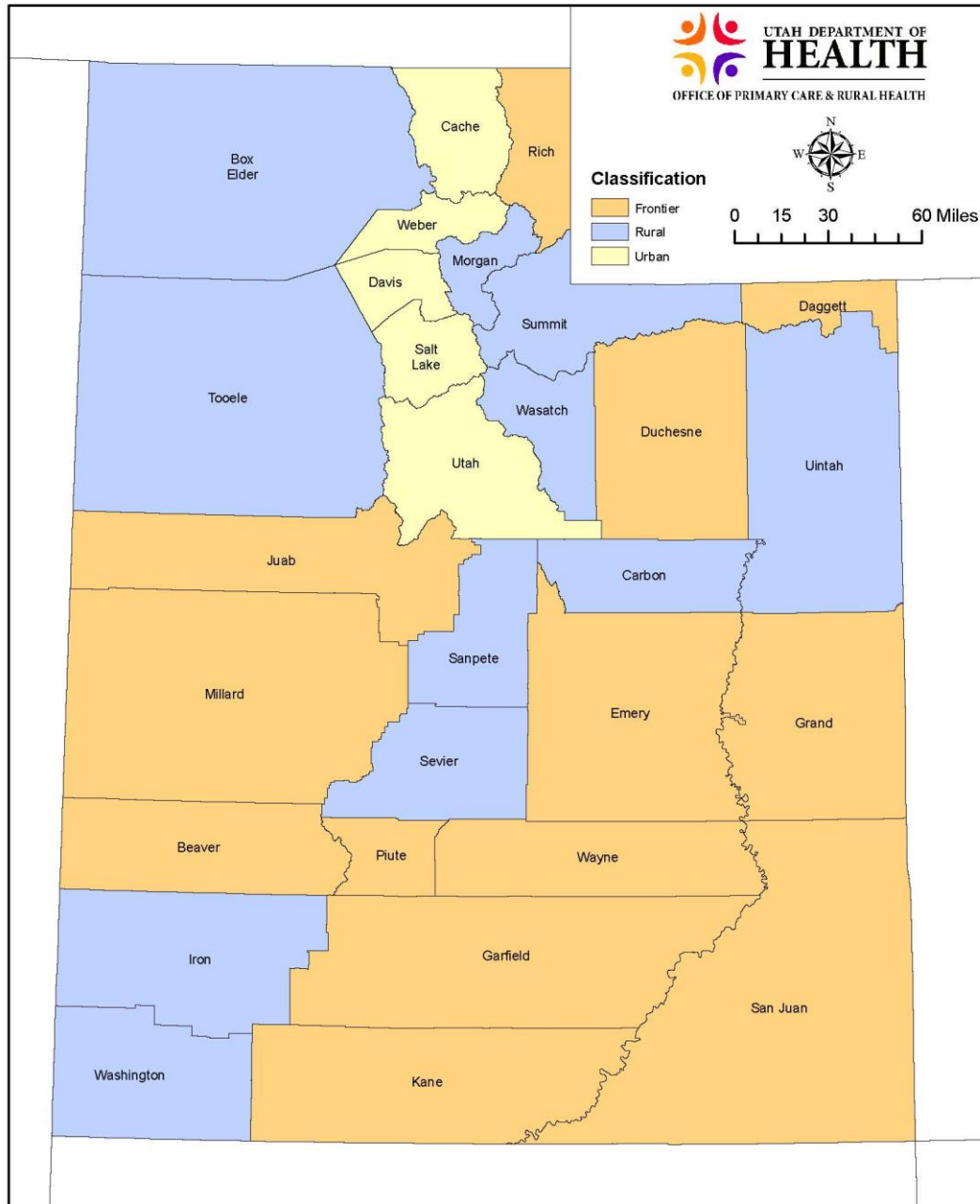
Utah community-based organizations (CBOs) serving underserved and underrepresented communities within the 24 rural and frontier counties in Utah. Preference will be given to non-profit 501(c)(3) organizations.



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County Classification Map



- Frontier: Six (6) or fewer persons per square mile
- Rural: More than six (6) but fewer than 100 persons per square mile
- Urban: 100 or more persons per square mile

Priority Populations

People residing in rural communities in Utah, including but not limited to:

- Racial and ethnic minorities
- High-risk or underserved populations
- Migrant/seasonal workers
- Immigrant/refugee populations



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Award Amounts

The total grant to be awarded is \$1 million for a 21-month period. Funding will be distributed as follows:

1. Up to thirteen (13) organizations will be awarded.
2. Award floor \$75,000; award ceiling \$150,000 for a 21 month period
3. Grant extensions and terminations are determined by availability of funds, grantee performance, and the discretion of the Utah Department of Health (UDOH).



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Program Expectations

Selected grantees will be expected to perform activities within at least one of the following categories:

- Public Health Initiatives
- Resource Connection
- Community Outreach and Engagement
- Rural Community Capacity Building



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Public Health Initiatives

- Community Needs Assessments
- COVID Prevention and Mitigation Initiatives
 - Transportation for testing and/or vaccines
- Initiatives addressing social determinants of health (SDOH), such as:
 - Food security
 - Housing
 - Transportation
- Other initiatives addressing a disparity, such as:
 - Community based chronic disease prevention
 - Immunizations



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Resource Connection

- Identifying/monitoring the status of community resources
- Developing partnerships with healthcare providers and community resources to facilitate referrals to



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Community Outreach and Communication

- Develop and disseminate culturally and linguistically responsive COVID-19 prevention communications suitable for diverse audiences (i.e. social media, print media, radio/TV ads, etc.)
- Promotion of community resources and initiatives to target population



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Rural Community Capacity Building

- Participation in health equity training for staff or organizations
- Building and implementing cross-sectoral partnerships to align public health, healthcare, and non-health interventions that decrease risk for COVID-19 and reduce health disparities
- Hiring staff/personnel to coordinate and ensure health equity perspective and plan/manage health equity activities



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Grantee Responsibilities

The selected grantees will agree to the following (order is not reflective of importance):

1. Submit quarterly reports on project progress and evaluation measures to OPCRH
2. Collaborate with OPCRH on the development of evaluation measures and reporting templates
3. Implement proposed activities outlined in the Services to be Provided program expectations section
4. Provide a final report to OPCRH with a summary of progress made throughout the grant cycle, an account of successes and barriers encountered, and recommendations.



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Payments

The OPCRH will provide equal installments quarterly, based on the award amount. Alternative arrangements can be made based on the nature of the project. Grantees must submit invoices to OPCRH quarterly.

Categories		Rate
Personnel	Grant Coordinator Community Health Workers Other Personnel Salaries	Maximum 90% of total budget
Indirect	Indirect costs	Maximum 10% of monthly expenses or a federally negotiated indirect rate
Mileage Reimbursement	Mileage for program related activities	\$.38 per mile (current UDOH rate)
Office Supplies and Technology	Printing, office supplies, monthly phone expenses, etc.	Maximum of 5% of total budget
Media and Communication	Production of education materials	Maximum of 20% of the total budget

Application Instructions

Application Submission

- ▶ The application must be received by the OPCRH before 5:00 p.m. MDT (Mountain Daylight Time) on Wednesday, September 1, 2021. Late applications may not be considered.
- ▶ Only an electronic method of submission will be accepted. Only one document per application; applications with more than one attachment will be disqualified. Attachments with more than ten (10) pages will be disqualified.
- ▶ Application Submission Link: <https://bit.ly/3rSY4fe>



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Organizational Information

Project Information

Date

mm-dd-yyyy



Organization Name

Federal Tax ID Number

Organization Address

Search for an address



Street 1

Street 2

City

Select a State/Region...



Postal Code

Organization Website

Project Contact

Email

Phone

ext.



ADDRESSING HEALTH EQUITY IN A POST-COVID LANDSCAPE GRANT APPLICATION

Organizational Information

Project Information

Amount of Funding
Requested *

Priority Population(s) *

☐ I attest that the primary population our project is serving resides in a rural community. *

Project Proposal (.pdf or
.doc file types only) *

Choose File

No file chosen

SUBMIT

Application Submission

All proposals must follow the prescribed format as explained below. Applications must address all proposal submission requirements outlined in this RFP.

Applications must be submitted via the online application portal, link above.

The attached **project proposal** must adhere to the following guidelines:

1. White background only, double-spaced, have 1 inch margins, 12-point Times New Roman font (black)
2. A total maximum of ten (10) pages
3. All required supporting information in one submission package
4. Organized into the following sections and in this order:
 - a. Action Plan
 - b. Organizational Capacity
 - c. Budget
 - d. Appendices

Action Plan (2 Pages Maximum)

- ▶ Identify the target population(s) and the geographic area(s) in which your organization can serve
- ▶ Provide a detailed explanation of how your organization will reach the target population(s)
- ▶ Identify the activities your organization will implement and how they relate to activities outlined in the Services to be Provided (Section 1.F)
- ▶ Provide a detailed explanation of how your organization will implement the activities
- ▶ Provide an explanation of how your current activities or projects will complement and/or support the proposed activities



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Organizational Capacity (2 Pages Maximum)

This requirement establishes the general capacity of the applicant to manage and administer grant work

- ▶ Provide your organization's mission and philosophy
- ▶ Describe how long your agency has been in existence and how long it has been working with the target population(s)
- ▶ Describe your organization's direct experience and initiative with target population(s)
- ▶ Describe your organization's capacity to manage this grant
- ▶ Describe your organization's current work with COVID-19-related activities, if any
- ▶ Business Information
 - Describe your fiscal and administrative ability to manage a state government contract and/or grant funds



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Budget (3 Pages Maximum)

- ▶ Include a budget sheet
- ▶ Include a budget narrative
- ▶ Notes for consideration when creating a budget sheet:
 - Grant funding cannot support any type of medical, behavioral, or mental services or clinical personnel.
 - Grant funding may not be used for any type of lobbying.
 - If the applicant has a declared indirect rate negotiated with the federal government, it should be included in the budget sheet and budget narrative. Otherwise, the application should state it does not have an indirect cost negotiated with the federal government in the budget sheet and budget narrative.



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Appendices (3 Pages Maximum)

- ▶ Organizational Chart (one page maximum)
 - Include a copy of your organizational chart
- ▶ Qualifications of Personnel (two pages maximum)
 - Job description(s) and qualifications are required for the current employee(s) who will be managing and working on this project. Personnel working on this project must have knowledge and experience working with these population(s). When applicable, bilingual personnel are strongly recommended.



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Administrative Requirements

Staffing Requirements

- ▶ Designate a coordinator to be responsible for all activities:
 - Submit report via tool(s) provided by the OPCRH
 - Attend all meetings related to the project as determined by the OPCRH
- ▶ Identify all other personnel involved in the project and specify their roles and FTE associated with the project.
 - Include position descriptions of vacant positions



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Compliance Requirements

- ▶ Submit a quarterly report no later than the tenth day of the month following the completion of a quarter.
- ▶ Submit an invoice no earlier than the 25th of the month prior to a new quarter for payment of quarterly allocation.
- ▶ Identify all personnel who will collect, access, or provide any personal or health information from individuals participating in the project;
 - Certify that each of the identified personnel:
 - ❖ Has completed HIPAA training; and
 - ❖ Signed a Confidentiality and Non-Disclosure Agreement.



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Proposal Evaluation

Selection Committee

The OPCRH will conduct a comprehensive, fair, and impartial evaluation of proposals received as a result of this RFP. A Proposal Evaluation Committee of qualified grant reviewers from the UDOH selected by the OPCRH will evaluate applications. The Evaluation Committee will evaluate the proposals, rank them according to the scoring system described below, and will meet as a group to compare evaluations. The committee will then make award recommendations to the OPCRH.



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Compliance Review

Each proposal received by the due date and time will first be reviewed by the OPCRH for completeness and compliance with the requirements provided in this RFP. All proposals that fail to address all requirements shall be deemed incomplete and shall receive no further consideration.



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Scoring for Proposals

See page 7 of the RFP for the evaluation criteria.

Application Section	Points Available
Priority Population	20 Points
Organizational Capacity	30 Points
Action Plan	25 Points
Budget	25 Points



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Grant Award

The OPCRH intends to notify all applicants of the award decision by **Friday, September 17, 2021**. Upon award, the OPCRH will initiate the state of Utah contract process. The OPCRH may negotiate modifications with the selected awardee during contract implementation and funding cycle.



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Disqualification

Any attempt by a prospective grantee to influence a member of the Evaluation Committee during the proposal review and evaluation process, such as attempts to use existing personal relationships or to extract promises of specific monetary amounts, will result in the elimination of the prospective grantee's application from consideration.



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Questions

For any questions related to this RFP, please email the OPCRH at opcrh@Utah.gov

Holli Mills:

(801)209-4491

hmills@Utah.gov

Website:

<https://ruralhealth.health.utah.gov/health-equity-grant-program/>